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**MINUTES OF STAFF MEETING  
ADMINISTRATIVE STAFF CHIEFS**

13 October 1952

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1. Mr. Wolf opened the meeting with a brief discussion of the Fiscal Year '54 budget estimates, which are a considerable increase over the '52-'53 figures. He repeated the DCI's comments that he would not present such a large request to Congress and that he would cut the estimates and maintain his present ceiling. Mr. Wolf discussed his meeting with the Bureau of the Budget, in which he pointed out that although the Director had made the determination to cut the estimate, it would not be a flat percentage cut nor would he indulge in "bureaucratic bookkeeping" by attempting to breakdown the new reduced figures division by division. Rather, an intelligent review as possible will be made, recognizing that the true state of affairs in FY '54 is difficult to forecast. This approach will be used throughout the Agency, and Colonel White will work with each of the support offices in rescaling the figures for the DD/A budget.

2. Colonel White discussed the question of furnishing dependent quarters overseas and the related problem of storage of household goods. Present statutory provisions permit storage of household goods at Government expense only under emergency conditions. The Director has laid down the policy that the Agency will furnish housing, and every effort will be made to do so. A staff study on the problem has been completed and recommends provision of

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3. Colonel White discussed the direct liaison between the support offices and the DD/P divisions, encouraging its continuation but, referring to two or three cases which had arisen, urged that care be taken to insure that any formal action which is in the nature of a directive is taken through the Chief of Administration, DD/P. [REDACTED] asked that anything of a directive or order nature to the DD/P components go through him. Colonel White directed all support office chiefs or their deputies to visit the DD/P component chiefs within the next two or three weeks for discussion of common administrative problems.

4. Colonel White discussed the matter of the size of administrative staffs in the DD/P divisions. Any discussions now going on are preliminary and will be formal requests only when approved by Messrs. Wianer and [REDACTED] said that he would be watching ceilings very closely. Colonel White directed administrative chiefs to approve no request contrary to their conscience.

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5. Colonel White discussed the suspense list and pointed out that it was not all-inclusive. There are undoubtedly many items not listed. He said too much staff work floats for weeks and reminded the group that the Director has a five-day reply deadline. He recommended that each office free a senior man from routine work for the purpose of following through on such staff papers and requests.

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6. Colonel White noted that weekly reports rendered to the DD/A are not carefully prepared and that action should be taken to insure that no statement is made in a weekly report which requires reference to any other document for understanding.

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8. Colonel Baird raised the question of ceiling cuts versus responsibilities for support, and pointed out that a reduction in the number of students would not mean a reduction in responsibility, in that the same number of courses would be required. [ ] said that his office was aware of the problem, both for Training and for general support and urged that, with the lack of administrative competence within the reorganized DD/P complex, great caution should be taken in considering T/O revisions of the support offices. Colonel White repeated his effort to get direction from the Director on Agency strength. The Director would not accept the proposal that the Agency continue to increase at the present rate and said that he intended to establish a ceiling on strength as of the figure for 31 December 1952. This would mean that we barely meet our turnover. Colonel White summarized by saying that he felt it would be good for the Agency to have to live by the cut, and that if we cleared out the incompetent personnel and made a diligent effort to meet our responsibilities by good tight organizational and personnel approaches, we could probably expect assistance from the Director should we find real inadequacies in strength.

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